

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 12, Number 1

February 2007

Government Procurement Connections 2007 March 25-27, 2007

Small businesses and individuals interested in learning how to do business with the federal, state, county, and city governments should plan to attend Government Procurement Connections 2007 (GPC 2007). GPC 2007 will be held from March 25th to March 27th, 2007. By attending this year's intergovernmental contracting fair, participants will have the opportunity to:

- network with government and business professionals;
- learn how to do business with the government;
- present their business to government agencies, prime contractors, and other businesses;
- attend a variety of workshops; and
- meet decision makers in face-to-face sessions.

The theme for GPC 2007 is "Knowledge • Access • Power." The event is the result of the efforts of numerous governmental and business entities.

GPC 2007's scheduled events promise to provide a tremendous amount of networking and educational opportunities for the participants.

- On Sunday, March 25th, GPC 2007 will begin with a Small Business Scholarship Golf Tournament.
- On Monday, March 26th, there will be an Information Technology (I.T.) & Communications Forum at the George R. Brown Convention Center from 8:15 a.m. to 10:15 a.m.
- On Monday, March 26th, there will be a Transit and Transportation Forum at the George R. Brown Convention Center from 10:30 a.m. to noon.
- On Monday, March 26th, there will be an Engineering and Construction Forum at the George R. Brown Convention Center from 2:00 p.m. to 4:00 p.m.
- On Monday, March 26th, the Annual Chamber/Council/Exhibitor Kickoff Reception will be held.
- On Tuesday, March 27th, GPC 2007 will feature exhibitor booths, face-to-face sessions, an awards luncheon, and workshops at the George R. Brown Convention Center. Registration opens at 8:30 a.m. and the exhibit hall closes at 4:00 p.m.

To learn more about GPC 2007, please visit the GPC web site at www.houstongpc.com or call 713.837.9000. You can register for the event online at this web site. Individual tickets for the March 27th awards luncheon may be purchased for \$60. If you are a person with a disability and need a reasonable accommodation, please call 713.837.9000 (Relay Texas 1.800.735.2989 or 7.1.1).

Make sure and mark your calendars for March 25th through March 27th. GPC 2007 is a premiere intergovernmental contracting event that you will not want to miss!

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Your Roles and Responsibilities as a Certified MWDBE

by Velma Laws, Director

It's probably been some time since you received your original MWDBE/PDBE certification letter, which contained important information about your roles and responsibilities as a participant in the City's MWDBE program.

Here's a refresher on some important Do's and Don'ts, as well as a few tips on how to maximize your opportunities for participation:

Do:

- Respond to bid solicitations, even if you will not submit a bid (The contractor took the time to include you – You should take the time to respond), but let us know if solicitations are not submitted within a reasonable timeframe for you to respond
- Attend pre-bid/pre-proposal conferences to meet potential primes
- Keep open lines of communication with your prime contractor
- Take advantage of networking and training opportunities
- Call us if you have any questions or need assistance with any problems on a City contract
- Create your business profile in the online MWDBE/PDBE Directory
- Recertify annually

Don't:

- Allow a company to submit your name unless you, through your own efforts, will be doing the work
- Subcontract more than 50% of your work, without a specific waiver from the Affirmative Action Office
- Allow your company's name to be submitted for work you are not certified to perform
- Broker or pass through supply orders, without prior approval
- Hire members of the prime contractor's workforce
- Release your Certification Number until you have a signed Letter of Intent

These rules and tips will help us to maintain the strength and integrity of your MWDBE/PDBE Program. Our focus is to provide you with an opportunity to actually perform work or provide goods and services on City projects, as well as to work to remove any obstacles you may face in successfully participating on City contracts.

The program is working. Last year, over \$230 million was awarded to certified firms. We hope that we can count contracts you have received in next year's figures!

Let us hear from you.

Director

Attention Business Owners:

Have you recently changed addresses? Have you changed your telephone number or your e-mail address? Please let us know about these changes so we can update our records. If your information in the directory or on our mailing list is inaccurate, please call us at 713.837.9000. You may also e-mail updates to juan.padilla@cityofhouston.net.

2007 Small Contractors Training Series begins on March 14th



The 2007 Small Contractors Training Series is sponsored by the City of Houston's Affirmative Action and Contract Compliance Division, in partnership with the Associated General Contractors of America, Inc., Houston Chapter (AGC), the Houston Contractors Association (HCA), the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, Grijalva & Allen, PC, the Houston Minority Business Development Center, the Houston Community College System Small Business Development Program, and the Associated Builders & Contractors of Greater Houston (ABC).

The curriculum for this series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge in this evolving industry. The series will be held at the AGC Office, 3825 Dacoma St., Houston, Texas 77092.

This is the fourth year that the series has been offered. The workshops will be held once a week beginning on March 14th and ending on May 30th. June 6th will be scheduled as a make up day in the event that weather conditions require the rescheduling of any of the workshops. Individuals who complete at least nine of the twelve workshops will receive a certificate of completion. Certificates will be presented at a graduation ceremony / networking event to be held on June 13th at the AGC office. There will be no charge for the training series.

Seating is limited to 60 individuals, therefore, registration priority will be given to construction industry related businesses. Additionally, first time participants will be given registration priority over those who have previously completed the series.

All twelve sessions are scheduled from 3:30 p.m. to 6:00 p.m. (time will be allotted for networking prior to each workshop from 3:30 p.m. to 4:00 p.m. and the workshop program will be from 4:00 p.m. to 6:00 p.m.). The dates and days of the sessions and the topics to be discussed are:

Wednesday, March 14th **Session 1 – Construction Industry Overview**

- Overview of How the Construction Industry Works
- What Prime Contractors Look for, Need, and Expect
- How One Small Business Owner has been Successful at Getting Work
- Resources for Finding Work

Monday, March 19th **Session 2 – The Pre-Bid Preparation Phase – Part 1**

- Identifying your Niche (developing a marketing piece) and Networking
- Setting up Cash Flow Management Systems and Understanding Payment Terms

Wednesday, March 28th **Session 3 – The Pre-Bid Preparation Phase – Part 2**

- Obtaining Insurance and Bonding
- OCIP / CCIP

Monday, April 2nd **Session 4 – The Bid is Out – Part 1**

- Delivery Systems
- Plans, Specs, Scope of Work
- Accessing Contracting Opportunities
- Pre-bid Conferences
- Communicating with Prime Contractors / Networking

continued...

Monday, April 9 th	<u>Session 5 – The Bid is Out – Part 2</u> The objectives of this session are to help small contractors identify hidden costs and know what questions to ask. <ul style="list-style-type: none"> • Prevailing Wage • Sales Tax • Bidding • Pay Terms • Warranties • OSHA/Safety Requirements
Wednesday, April 18 th	<u>Session 6 – The Bid is Out – Part 3</u> <ul style="list-style-type: none"> • Estimating, including Staffing
Wednesday, April 25 th	<u>Session 7 – The Project is Awarded – Part 1</u> <ul style="list-style-type: none"> • Contract Law • Lien Laws • Contracts / Subcontracts
Monday, April 30 th	<u>Session 8 – The Project is Awarded – Part 2</u> <ul style="list-style-type: none"> • Project Management / Scheduling • Record Keeping • Communication
Wednesday, May 9 th	<u>Session 9 – The Project is Awarded – Part 3</u> <ul style="list-style-type: none"> • Cash Flow • Requests for Payment
Monday, May 14 th	<u>Session 10 – The Project is Awarded – Part 4</u> <ul style="list-style-type: none"> • OSHA Safety • Environmental Issues
Monday, May 21 st	<u>Session 11 – Employment / HR Issues</u> <ul style="list-style-type: none"> • Hiring, Firing, I-9s, FLSA, Record Keeping Requirements, etc.
Wednesday, May 30 th	<u>Session 12 – Filing Payment Bond Claims</u>
Wednesday, June 6 th	<u>Rain Day – if necessary</u>
Wednesday, June 13 th	<u>Final Session – Graduation and Networking</u>

For more information, to register, or if you are a person with a disability and need a reasonable accommodation, call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7-1-1). We cannot ensure the availability of appropriate accommodation without prior notification. You may also e-mail your registration by sending your name, your company's name, your address, your telephone number, the type of business you have, and a notation indicating whether or not your business is construction industry related, to juan.padilla@cityofhouston.net. Please call in or e-mail your registration information as soon as possible because seating is limited. Registration priority will be given to construction industry related businesses. Additionally, first time participants will be given registration priority over those who have previously completed the series.

News Briefs



Welcome to Our Team New Deputy Assistant Director - Robert Gallegos

The Mayor's Office of Affirmative Action and Contract Compliance welcomes Deputy Assistant Director Robert Gallegos to our team. Gallegos rejoins the City after serving as the Director of Supplier Diversity for the Houston Independent School District's Office of Business Assistance. Prior to working for HISD, he was the Division Manager of the Affirmative Action and Contract Compliance Office's Certification and Outreach Section.

The City of Houston's Mayor's Office of Affirmative Action and Contract Compliance and Houston Business Development Inc. are sponsoring the

Strategic Alliances: Building a Legal Framework Seminar



February 28, 2007
5:30 p.m. to 7:30 p.m.

A seminar for business owners wanting to learn how to build and structure strategic alliances.

Business and Technology Center (Palm Center)
5330 Griggs
Houston, TX 77021

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the City of Houston's Mayor's Office of Affirmative Action and Contract Compliance at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1). You may e-mail your registration by sending your name, company name, address, telephone number, and the name of the class to Juan Padilla at juan.padilla@cityofhouston.net. We cannot ensure the availability of appropriate accommodation without prior notification.

School of Construction Management Training Series Recognizes 33 Graduates

During October, November, and December 2006, the City of Houston's Affirmative Action and Contract Compliance Office, the Turner Construction Company, and Houston Business Development, Inc. sponsored an eight-session comprehensive School of Construction Management training series. The series was held at the Business and Technology Center (Palm Center) at 5330 Griggs. The series concluded on December 12th with a graduation ceremony. Individuals that attended at least six of the eight training sessions received a certificate at the graduation. Velma Laws, Director of the Mayor's Office of Affirmative Action and Contract Compliance, introduced the sponsors and announced the graduates at the December 12th ceremony. City of Houston Council Member Adrian Garcia presented Hilton O. Smith, Turner Construction Company's Senior Vice President of Community Affairs and George Key, Community Affairs Director of the Houston Business Unit of Turner, with a proclamation from Mayor Bill White proclaiming December 12th as Construction Management Day. Velma Laws presented certificates of appreciation to Juan Padilla with the City of Houston and George Key for their efforts in making the series a success.

This was the twelfth year that the City of Houston has teamed up with the Turner Construction Company to offer this program. The curriculum for the series was designed to enhance the technical and managerial skills of small contractors and entrepreneurs in the construction industry.

The topics discussed during the series were: Developing a Business Plan; Estimating and Bidding; Safety, Contracts, and Purchasing; Bonding and Insurance; Scheduling and Project Management; Sales and Marketing; and Cash Flow Management. On the final evening of the series, Hilton O. Smith and George Key from Turner, and Marlon Mitchell from Houston Business Development, Inc., spoke to the graduates. Additionally, Pedro Garcia from the Port of Houston Authority, Mike McCoy from Metro, Tim Warren from the City of Houston, and Milton Thibodeaux from the Houston Minority Business Development Center provided "how to do business" information to the participants.

Speakers for the first seven sessions of the series included: Randy Shepherd, David Morris, Mike Shook, Todd Granato, Elias De La Garza, Andy Tandon, Kamal Ariss, and Rick Leslie.



Congratulations to the graduates of the 2006 School of Construction Management training series:

Federico Barroso
Daniel T. Brooks
Leopoldo Cardoso
Mary Cardoso
Quiana Cleveland
Clarence Collins
Emmitt Daniels
Logan Diep
Paul Denmond
Mack Prince Deshay
Clarence Estes

Ivan Estrada
Jesse Estrada
Francis Foyeku
Armando Gomez
Janet Taylor-Hall
Daniel Holley
Ramiro Janer
Carol Lazard
Clarence Lazard
Vu Le
Zachery Martin

Daniel R. Menendez, P.E.
Cuong Nguyen
Joch Perry
Kwame M. Perry
Patrick N. Perry
Terrell Prince
Alfredo Rodarte
Lingguang Song
Rachelle Webster
William R. Woodard
Mignon Zezqueaux

2006 School of Construction Management Graduation Night



Council Member Adrian Garcia presented a proclamation from Mayor Bill White proclaiming the day of the graduation as Construction Management Day. Pictured (left to right): Hilton O. Smith, Council Member Garcia, George Key, and Velma Laws.



Organizers and graduates of the 2006 School of Construction Management



Attendees had the opportunity to listen to several speakers and to network on the final evening of the series.



City of Houston

611 Walker, 7th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
Velma Laws, Director

Upcoming Seminars

Strategic Alliances: Building a
Legal Framework

February 28, 2007
5:30 p.m. to 7:30 p.m.
5330 Griggs
Houston, TX 77021

A seminar for business owners wanting to learn how
to build and structure strategic alliances.

How to Do Business with the City

March 6, 2007
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

Learn the ins and outs of doing business with the
City of Houston including information on bids &
proposals for purchasing, professional, construction,
and engineering services.

2007 Small Contractors Training
Series

March 14, 19, 28, April 2, 9, 18, 25, 30,
May 9, 14, 21, 30, and June 13, 2007
3:30 p.m. to 6:00 p.m.
3825 Dacoma Street
Houston, TX 77092

The curriculum for the series has been designed to
provide small contractors with first hand information
on what prime contractors want, need, and expect,
as well as management and technical training to
enhance their knowledge in this industry. The 12-
session series includes: 1) Construction Industry
Overview; 2) The Pre-Bid Preparation Phase (Part
1); 3) The Pre-Bid Preparation Phase (Part 2); 4) The
Bid is Out (Part 1); 5) The Bid is Out (Part 2); 6) The
Bid is Out (Part 3); 7) The Project is Awarded (Part
1); 8) The Project is Awarded (Part 2); 9) The Project
is Awarded (Part 3); 10) The Project is Awarded
(Part 4); 11) Employment / HR Issues; and 12) Filing
Payment Bond Claims.

How to Package a Successful Bid

April 17, 2007
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

Explore the components of a bid package for the City
of Houston and discover how to successfully prepare
your City bid.

FAX this response form to 713.837.9053 or e-mail the information to juan.padilla@cityofhouston.net to reserve your seat today!

Yes, I will attend the following events:

- ☐ Strategic Alliances: Building a Legal Framework
☐ How to Do Business with the City
☐ 2007 Small Contractors Training Series
☐ How to Package a Successful Bid

Name _____
Company _____
Address _____
City/State/Zip _____
Phone _____
E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.

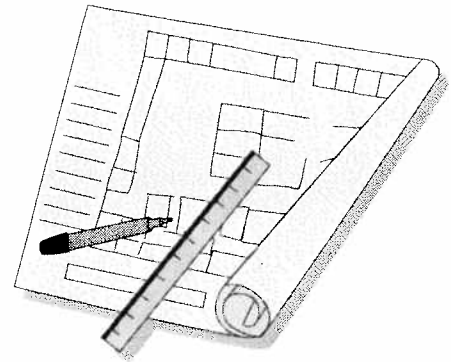
“How to Do Business with the City of Houston” Seminar



- Each quarter, the City of Houston offers the “How to Do Business with the City of Houston” seminar for business owners wanting to learn the ins and outs of doing business with the City. The next seminar will be held on Tuesday, March 6, 2007 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #1. Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department’s Strategic Purchasing Division, will conduct the class.
- For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of The Source and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.

“How to Prepare a Successful Bid” Seminar

- The “How to Prepare a Successful Bid” seminar is conducted each quarter for business owners who would like to learn about the components of a bid package for the City, and want to discover how to successfully prepare a City bid. This quarter, the seminar will be held on Tuesday, April 17, 2007 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #1.
- Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department’s Strategic Purchasing Division, will conduct the class. DuRousseau will talk to the participants about how they can find out about bid opportunities and he will cover what they need to do to prepare a City bid.
- For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of The Source and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.



The Source for S/M/W/DBE news is published by the Mayor’s Office of Affirmative Action and Contract Compliance

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